



STATE OF TENNESSEE
TENNESSEE STUDENT ASSISTANCE CORPORATION
SUITE 1510, PARKWAY TOWERS
404 JAMES ROBERTSON PARKWAY
NASHVILLE, TENNESSEE 37243-0820
(615)741-1346 • (800)342-1663 • FAX (615)253-3867
www.TN.gov/collegepays

POSITION VACANCIES (2)

Outreach Specialist(s)
(Located in multiple areas)

Tennessee Student Assistance Corporation

The Tennessee Student Assistance Corporation (TSAC), a state agency located in downtown Nashville, Tennessee, seeks Outreach Specialists for the following Tennessee regions: Mid-East (Putnam County) and South-East (Chattanooga, TN).

TSAC administers a variety of need-based and merit awards, including the Tennessee Student Assistance Award Program (\$45 million/year) and the Tennessee Educational Lottery Scholarship (TELS) Program. The TELS program is expanding, and is expected to be a \$260 million/year program by 2009. Additional information about TSAC may be found at www.TN.gov/collegepays.

Reporting to the Director of Outreach and Associate Executive Director, the Outreach Specialist is a member of the Division of Communication Services. Duties include campus relations, public speaking, training, frequent travel to visit target audiences with agency's financial aid and financial preparedness message, and other duties as prescribed.

The ideal candidate will have a bachelor's degree, and 2 or more years of experience. Education may be substituted for experience at management's discretion. Essential characteristics include attention to detail, excellent written and oral communication skills, Microsoft Office proficiency, customer service oriented, and ability to work well under pressure. Familiarity with Tennessee institutions desired, but not required.

Salary for this Executive Service position is in the mid-thirties range. The expected starting date is approximately February 1, unless the preferred candidate is available earlier. **Please note: When applying candidates need to denote in which of the following areas they are interested:**

- **South-East (Chattanooga, TN)**
- **Mid-East (Putnam County)**

Applications are currently being accepted and will continue until position is filled. Please submit cover letter, resume and three references. While electronic submission is preferred (email to jason.seay@state.tn.us) written submissions may be mailed to:

Mr. Jason Seay
Director of Outreach
C/O Outreach Specialist Search
Tennessee Student Assistance Corporation
404 James Robertson Parkway, Suite 1510
Nashville, Tennessee 37243-0820

EOE/AA
January 20, 2009